

THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL

Minutes of a meeting of the Governing Body of Rushey Green Primary School held at the school on Monday, 2 October 2017 at 7.00 p.m.

PRESENT

Mr O. Ajayi
Ms C. Banning
Mrs L. Brooks
Mrs S. Coban
Ms N. Evora-Kouassi
Ms A. Gregory
Ms C. Kiwanuka
Ms C. Marks-Menzies
Ms B. Montague
Ms Y. Morris Headteacher
Ms S. Phipps
Canon C. Pickstone
Ms R. Pott-Negrine
Ms J. Purkiss
Mr G. Rees Chair
Mrs A. Welsh

Also present:

Ms N. Badar Deputy Headteacher
Ms C. Gordon Assistant Headteacher
Mr M. Grocock Deputy Headteacher
Ms C. Williams Assistant Headteacher
Mrs J. Woods Clerk

1. APOLOGIES AND DECLARATIONS OF INTEREST

No apologies for absence were received.

Governors were reminded that they must declare conflicts and pecuniary interest before items were discussed, and must withdraw from the meeting while the item was under discussion.

2. REGISTER OF INTERESTS

The Clerk reminded governors that the Governing Body were required to maintain and update annually a register of the pecuniary interests of their members and of members of staff with significant financial responsibilities, which must now be published on the school website. All governors were requested to complete the form which had been circulated with the agenda and to return it to the Clerk before leaving the meeting.

3. ELECTION OF CHAIR AND VICE CHAIRS

Governors were reminded that the following procedures for the election of the Chair and Vice Chairs had been agreed at the meeting on 15 May 2017.

- Term of office – one year.
- If the term of office of Chair or Vice Chairs is broken, the Governing Body will appoint a successor initially only for the remaining period of office.
- Nomination and self-nomination for appointment to be made at the meeting.
- Election procedure to be by open vote, with a secret ballot to be held in the event of there being more than one candidate.
- In the event of a single nomination, the Governing Body will vote on the nomination.

Governors were reminded that anyone standing for election must withdraw while the item is under consideration.

(a) To elect a Chair to serve from the autumn 2017

The Clerk took the chair for this item and invited nominations and self nominations for a governor to serve as Chair for the new academic year. Graham Rees was nominated and left the room while his nomination was under consideration. It was **RESOLVED** that Mr Rees be elected as Chair of the Governing Body for 2017/18.

Although he was happy to accept the appointment for a further year, Mr Rees made it clear that he did not wish to continue as Chair beyond the current academic year, and urged governors to begin succession planning.

(b) To elect a Vice Chair to serve from the autumn term 2017

Nominations and self nominations were then sought for two governors to serve as joint Vice Chairs. Sevim Coban and Ruth Pott-Negrine were nominated, and left the room while their appointment was considered. It was **RESOLVED** that Ms Coban and Ms Pott-Negrine be elected as joint Vice Chairs for the 2017/18 academic year.

4. TO AGREE THE BUSINESS FOR THE MEETING

The order in which items were to be discussed and those items which would be considered as urgent business was agreed.

5. MINUTES OF PREVIOUS MEETINGS

(a) To approve the minutes of the meeting held on 3 July 2017

It was **RESOLVED** that the minutes of the meeting of the Governing Body held on 3 July 2017 be approved as a correct record.

(b) Matters arising

(i) Page 1, Minute 3(b)(i) – Voluntary contribution

Ms Morris confirmed that the letter to parents to request that they make voluntary contributions had been sent out, and contributions were now being received. It was noted that no complaints had been received. Governors asked that a report should be made to the meeting of the Finance and Personnel Committee on 7 November on the amount raised by that time.

(ii) Page 2, Minute 4 – Governing Body self review

Copies of the skills audit had been circulated with the agenda and all governors were asked to ensure that they completed their form and returned it to the Chair before they left the meeting.

(c) To approve the minutes of the extraordinary meeting held on 18 September 2017.

It was **RESOLVED** that the minutes of the meeting of the extraordinary meeting of the Governing Body held on 18 September 2017 be agreed as a correct record.

6. GOVERNING BODY

(a) Changes to the Governing Body

Governors learned with great regret that Ms Greene had resigned from the Governing Body due to pressures on her time and wished to record their appreciation for her contribution to the work of the Governing Body. It was noted that there were now two vacancies – one for a parent governor and one for a local authority governor. It was **RESOLVED** that the Chair would review the information given by governors in their skills audit forms and would let the Clerk know what skills would be useful when looking for a new local authority governor. Ms Morris also agreed to give an indication of the skills

which would be particularly valuable when writing to parents to invite nominations for the parent governor vacancy.

(b) DBS checks

Governors were reminded that all governors were now legally required to have a valid DBS check in place, and new governors must make arrangements with the school to apply for a check within 21 days of appointment.

(c) Governing Body code of conduct

Governors were recommended to review and re-adopt their Code of Conduct on an annual basis. Copies of the existing Code of Conduct and the new model produced by the National Governance Association (NGA) had been circulated with the agenda. After discussion, it was **RESOLVED** that the NGA model would be adopted. It was agreed that the Clerk would personalise the Code of Conduct which would then be circulated at the next meeting for signature by all governors.

(d) EduBase

Governors were reminded that all schools were required to upload details of members of the Governing Body to EduBase, the Department for Education's database of schools. In addition to the information published on the website, this should include the postcode, date of birth, previous names, and nationality of all governors as well as a direct email address for the Chair; it was noted that this information was not published but was held securely by the DfE. Ms Morris confirmed that this information was currently up to date. Governors were asked to ensure that they notified the School Business Manager of any changes to their personal details.

(f) Agenda plan for 2017/18

Consideration of the agenda plan was deferred to the next meeting.

7. COMMITTEES, LINK GOVERNOR REPORTS, VISITS TO THE SCHOOL, AND TRAINING

(a) Review of committee terms of reference

Governors were reminded that each committee must review their terms of reference at the first meeting in the autumn term and they must be submitted to the Governing Body for ratification.

(b) Review of committee membership and link governor responsibilities

Governors reviewed the membership of committees and link governor responsibilities, and made a number of changes as set out on the attached appendix. It was noted that the Pay Committee was due to meet before the next scheduled meeting of the Finance and Personnel Committee, and in the absence of an elected Chair, it was agreed that Ms Pott-Negrine would join the Pay Committee for the October meeting.

(c) Visits to the school, meetings attended, and other activities

A number of link governor reports were due to be made to the meeting, but were postponed to the next meeting. It was agreed that the following reports would be made to the November meeting.

Pupil Premium – Ms Pott-Negrine
Health and safety – Mr Ajayi
Computing – Canon Pickstone
Child protection / safeguarding – Ms Coban
English – Mrs Evora-Kouassi
Most able – Mr Rees
Maths – Mr Rees

Mrs Welsh had been appointed as the new link governor for art, but because Ms Banning was currently on maternity leave, this visit was deferred until after Christmas. The Chair was concerned that the link governor reporting schedule had got behind in the past, and he emphasised the importance of governors making regular visits to develop their knowledge of specific areas of the school. It was **RESOLVED** that Ms Morris would send a copy of the agreed report format for link governor visits to all governors.

(d) Governing Body training

There were no reports on training sessions attended since the last meeting. Governors were informed that arrangements had been made for Natasha Orumbie, the local authority's Safeguarding in Education lead, to deliver a one hour training session for the first half of the next meeting of the Governing Body.

8. SCHOOL IMPROVEMENT PLAN AND SCHOOL SELF EVALUATION

Copies of the School Improvement Plan for 2017/18 had been circulated prior to the meeting. The Plan was focused to work towards the school's vision.

Our vision is for our school to be a centre of excellence, where all children develop the skills to become fully participating citizens and able thinkers, instilled with a lifelong love for learning, prepared for tomorrow's world.

Five major areas had been identified for the next three years, which were based on the Ofsted criteria, and the Plan contained four major aims for the next three years. These aims had been broken down into a yearly plan, which showed how the school would move towards the end goals. Ms Morris took governors through the Plan and highlighted a number of areas.

1. Teaching, learning, and assessment

The aim was to move teaching and learning to be consistently excellent for all groups and abilities and for attainment in reading, writing, and maths at Key Stage 2 to be consistently at or above the national average over three years. This included the induction of new staff to enable them to implement common policies and developments at Rushey Green, together with high quality CPD to support and identify areas of focus.

Shared creative planning in all subjects around themes and topics was taking place in each year group, with weekly planning meetings, and monitoring of children's work by the Senior Leadership Team.

Ms Morris said that the new tracking system was going well, and this had been demonstrated to governors. The new system was more user friendly, and further refinements had been made to make the system more manageable. Staff were finding the tracking system helpful in planning, and it was easier to identify where children were struggling, and gave a clearer picture of where improvements were needed.

The assessment process to improve formative assessment in science had been introduced, and Mr Grocock was leading in the work to support the school in achieving the silver Science Mark.

2. Personal development, behaviour, and welfare

The school was working in partnership with parents to maximise learning for all pupils and to ensure that Rushey Green was the most suitable setting for pupils with the highest level of disability.

It was noted that the attendance target of 96% had now been exceeded, and had reached 97.4% at the end of the 2016/17 academic year. Work was taking place to try to raise this further.

Behaviour was good at Rushey Green, although it was more challenging at playtime. Ms Williams was spending a considerable amount of time in the playground and was able to focus

on individual children who were struggling. The amount of play equipment had been increased from the start of the autumn term, and it was hoped that the number of children sent to the reflection zone due to misbehaviour would be reduced compared to the same time the previous year, with no more than four children in the zone at any one time.

To establish strong work and values ethics, the school was continuing to promote the six key values: resilience, integrity, perseverance, excellence, responsibility, and empathy through assemblies, PSHCE lessons, and throughout the curriculum. Ms Morris emphasised that this was essential for high achievement and successful participation in community life.

The school was continuing to work in partnership with parents to enhance support for pupils, and workshops were held twice each term for targeted parents. The workshops were held at different times of the day to accommodate as many parents as possible, and were very well attended.

The school was working closely with the parents of children with severe special needs to ensure that these children were in the most appropriate setting, and three children had now moved on to special schools.

3. Outcomes

There was a continuing focus on problem solving and times tables in maths which would embed good practice, and work was also taking place to improve handwriting and writing. Gaps had been identified in outcomes across subjects and classes had been identified and staff would be working to close these. The aim was for more than three points progress to be made by underperforming children, and the Plan set out the ways in which this would be achieved.

Daily practise had been introduced to improve handwriting, and was being monitored by the Senior Leadership Team.

Teachers were also ensuring that the most able children were identified throughout year groups, and were supporting their rate and level of development and providing appropriate challenge.

4. Leadership and management

The appraisal process was helping to ensure that all staff were aware of the aims in respect of standards, and the school's vision was shared with stakeholders at staff meetings, governors meetings, and through the newsletter. The School Improvement Plan aims were also shared with teachers, teaching assistants, and admin staff. It was noted that a monitoring programme was in place to evaluate the implementation of high quality planning and teaching. Ms Morris stressed that, although reading, writing, and maths were important, it was also essential to make sure that progress and attainment was good in other subjects as well.

Another key priority in the section was to manage the budget efficiently and to aim for there to be a surplus at the end of each financial year. It was also a priority to achieve a good or better rating in the audit.

Ms Morris invited governors to send any questions by email, or to arrange to come into school to discuss any aspects of the Plan with her.

The Chair asked whether last year's Plan was now complete. Ms Morris said that it had been reviewed but not all areas had yet been ticked off. She undertook to email the Plan to all governors, and to take any questions at the next meeting.

9. OFSTED

Ms Purkiss informed governors that a Lewisham wide inspection of special needs was being carried out and Ofsted would be visiting Rushey Green later that week, together with ten other schools. It was noted that Ms Coban would be coming in to meet the inspection team.

10. SCHOOL PERFORMANCE DATA AND TARGET SETTING

(a) To consider the key Stage 1 results, phonics check, and Early Years Profile results.

Governors were reminded that the headlines for the Early Years, Key Stage 1, and the phonics test had been presented at the last meeting, and a presentation would be made to the November meeting on the outcomes, including the Key Stage 2 teacher assessments. The Chair stressed the importance of being able to compare data year on year to enable progress to be monitored, and asked how this could be achieved in the absence of formal Key Stage 2 results. Ms Morris said that the teacher assessments were made available each year and comparisons could therefore be made. Mr Rees asked that the presentation to the next meeting should focus on the more able, Pupil Premium children, and other categories which had been identified in the School Improvement Plan.

(b) Pupil Premium and Sports Premium

It was **RESOLVED** that a report on the use and impact of the Pupil Premium and Sports Premium funding would be made to the next meeting of the Governing Body.

(c) Target setting

Governors were asked to consider arrangements for setting targets for 2019 and to review progress towards the 2018 targets. It was **RESOLVED** that the targets would be considered in conjunction with the presentation on data at the next meeting.

11. SAFEGUARDING AND HEALTH AND SAFETY

(a) Safeguarding

It was noted that there had been no significant safeguarding issues since the last meeting, and a detailed report would be included in the Headteacher's report for the next meeting.

Ms Morris said that the school had just enrolled a child who carried an oxygen cylinder, and it would be necessary to look at the Accessibility Plan, and how to deal with playtimes etc. The local authority was recruiting someone to work with the child, and training would be given in how to move the child and her oxygen cylinder around. Governors asked how the other children were likely to react and Ms Badar said that children at Rushey Green were really caring and supportive of children with disabilities.

(b) Health and safety

Ms Morris informed governors that there had been no significant health and safety issues or accidents since the last meeting, and an update would be included in her report to the next meeting of the Governing Body.

12. REVIEW OF PERFORMANCE APPRAISAL POLICY AND PAY POLICY

It was noted that the Performance Appraisal Policy would be considered by the Finance and Personnel Committee on 7 November, and the Pay Committee would carry out the review of the Pay Policy at their meeting on 30 October.

13. ITEMS FOR DELEGATION

(a) Schools Financial Value Standard

Governors discussed the arrangements for ensuring that the SFVS documentation was submitted to the local authority by the deadline of 28 February 2018, and it was **RESOLVED** that this should be delegated to the Finance and Personnel Committee.

(b) Budget planning

It was noted that the local authority had asked schools to prepare draft indicative budgets for 2018/19 during the autumn term to enable planning for any changes that might be needed in order to agree the new budget by 1 April. Ms Morris said that she would discuss this with Howard Hawes, and the Finance and Personnel Committee would discuss future budget planning at their meeting on 7 November.

(c) General Data Protection Regulation (GDPR)

Governors were informed that the GDPR was new legislation that would be applicable to those with day to day responsibility for data protection and would be introduced in the UK from 25 May 2018. It was noted that the legislation would impose higher standards of data protection; it would be necessary for all schools to review how they managed data protection and to have a designated Data Protection Officer who would have responsibility for all aspects of data protection.

Ms Morris said that headteachers had asked for model guidance from the local authority, and this would be discussed further at the headteachers' meeting which was due to take place the following day. Ms Morris said that she would discuss this further with Howard Hawes, and it was **RESOLVED** that the implementation of the new regulation would be delegated to the Finance and Personnel Committee.

(d) Primary school register audits

It was noted that the Governors' Information Pack included an item on the register audits which were being carried out of all primary schools in the Borough. The audit had already been carried out at Rushey Green and the report had been very favourable. Ms Purkiss said that the local authority was reviewing the guidance, and updated advice would be issued to headteachers. In addition, the Service Level agreement was being reviewed because a number of schools had felt that this did not represent good value for money.

(e) Reminder of updated information to be published on the school website.

Governors were reminded of the need to ensure that the information published on the school website met current legal requirements and included key information about governors and their registered interests, the Pupil Premium strategy and Sports Premium strategy, the complaints procedure, equalities data and objectives, and the school's SEND information. It was noted that Howard Hawes had responsibility for maintaining and updating the website, and the Clerk said that she would send him the updated governors' information as soon as possible.

(f) SEND information report

Governors were reminded that the school must publish an annual report on SEND provision. Ms Purkiss said that the most recent report was on the website, and she would present it to governors at the next meeting.

14. INFORMATION FOR GOVERNORS

(a) Lewisham Learning

Governors were informed that Lewisham Learning had been set up by the local authority in response to the Education Commission's review of education provision in Lewisham. Lewisham Learning would aim to deliver a school led model of school improvements in the Borough by facilitating collaboration and challenge between groups of schools. It was noted that a consultation process had been carried out during the summer term, and copies of the consultation document were available from Governors' Services. More information on Lewisham Learning was given in the Governors' Information Pack, and governors were invite to send any questions or feedback to Michael Roach, the Interim Director.

Mr Rees said that Lewisham Learning had been discussed at the Chairs' briefing and he felt this could be an interesting development. The local authority no longer employed school improvement officers to give a third party professional view of school improvement, and Lewisham Learning would be facilitating a school led peer to peer improvement system which was based on collaboration. Ms Morris said that schools would be working in groups of three with an independent adviser who would support peer reviews, at a cost of £2,000. Rushey Green was due to be reviewed on 14 November, and the outcomes would be reported back to the next meeting. It was anticipated that reviews would be carried out by headteachers and deputy heads, with input from subject leaders. Mr Grocock explained the process that would be followed, and it was agreed that it would be beneficial to the school to get input and support from other schools.

(b) Items from the Governors' Information Pack

Governors' attention was drawn to the range of useful information which was included in the Governors' Information Pack, and governors were urged to read the following articles in particular.

- Lewisham Learning – page 3
- Clerking Competency Framework – page 4
- School leaders and governing bodies: What do we expect of each other? – pages 5 and 51
- The General Data Protection Regulation (GDPR) – Is your school ready? – page 6
- School budgets – page 9
- Common themes emerging from internal audit reports (2016/17) – page 10
- Financial benchmarking information – page 11
- Apprenticeship Levy page 12
- IR35 – page 13
- New deal to help schools save cash on computer equipment + Fire safety – page 14
- There and Back Policy – page 15
- Lewisham primary schools pupil headline outcomes, Early Years to Key Stage 2, 2017 – page 17
- Update on Analyse School Performance (ASP) and RAISEonline – page 18
- School and college performance tables: Statements of Intent – page 19
- Safeguarding audits using the LA Section 11 tool – page 22
- Updated DfE exclusions guidance and Lewisham update – page 23
- Ofsted – page 25

(c) Exclusions guidance

Governors' attention was drawn to the new guidance published by the Department for Education on exclusions. The new guidance came into force in September 2017, and was intended to clarify the rules relating to exclusions and the process for reviewing them.

(d) Lewisham Governors' Association (LGA)

Governors were informed that the LGA's autumn briefing and Annual General Meeting would take place on 27 November 2017 from 7-9 p.m. in the Civic Suite. Mr Ajayi said that he would be in attendance; unfortunately, this meeting clashed with the next meeting of the Governing Body, and his apologies were therefore accepted for the next meeting.

15. URGENT BUSINESS

Mrs Brooks said that she was keen to raise the profile of the RGSA to help to improve parental involvement. She outlined a number of excellent events which the RGSA had organised, including an event for Downs Syndrome Awareness Day and the MacMillan cake sale which had raised over £300. Further events were planned during the autumn term including the book fair in November and the winter fair on 8 December.

The first AGM was due to take place on 10 October, at which the Chair, Secretary, and other officers would be elected. Ms Morris agreed that the RGSA was working very well and governors were pleased to learn that parents were now much more interested in becoming involved.

16. DATES AND TIMES OF FUTURE MEETINGS

Governors were reminded that the following dates and times had been agreed for meetings of the Governing Body and Committees for the 2017/18 academic year.

Governing Body

Monday, 27 November 2017

Monday, 22 January 2018

Monday, 19 March 2018

Monday, 14 May 2018

Monday, 25 June 2018

All meetings to start at 7.00 p.m.

Curriculum Committee

Monday, 9 October 2017 at 6.00 p.m.

Finance and Personnel Committee

Tuesday, 7 November 2017

Tuesday, 30 January 2018

Tuesday, 24 April 2018

All meetings to start at 4.30 p.m.

Pay Committee

Monday, 30 October 2017 at 4.00 p.m.